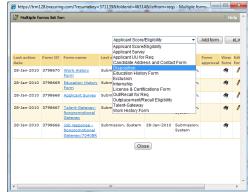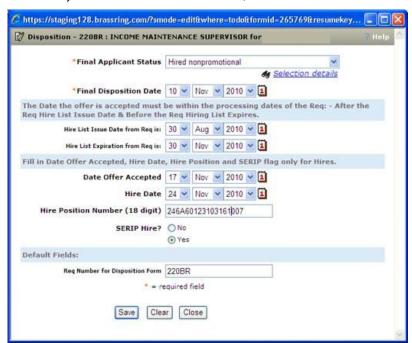# How to Create a Disposition Form

Under the forms column, click on the forms button by the name of the person hired:

This will bring up a list of all the person's forms. At the top right of the page is a drop-down list of forms—select Disposition, then click on "Add form"

This will bring up the disposition form for you to fill out. Fill out all the fields, then **click save**!

Final Applicant Status options:

- For new hires and demotions (within your agency) select "Hired nonpromotional"
- For promotions or transfers within your agency, select "Hired intra department promotion/transfer"
- For a promotion or transfer from another agency, select "Hired inter department promotion/transfer"
- For provisional hires, select "Hired provisional"
- For someone hired off recall or outplacement, select "Hired Recall" or "Hired Outplacement", whichever is applicable

Final Disposition Date: the day you fill out the disposition form
Hire List Issue Date from Req is: [*this is filled in by the computer*]
Hire List Expiration Date from Req is: [*this is filled in by the computer*]
Date Offer Accepted: the date the employee accepted the offer
Hire Date: the date the employee started/will start working
Hire Position Number (18 digit): the 18 digit payroll number of the position
SERIP Hire?: Select "Yes" or "No" whether this position was formerly occupied by a SERIP retiree or has been reclassified